

RESTRICTED

AUG 29 1950

MEMORANDUM FOR: ALL ASSISTANT DIRECTORS AND STAFF CHIEFS

SUBJECT: Meeting With Administrative Officers

1. This Staff will hold a meeting with all administrative officers for the purpose of discussing the subjects indicated below:

- a. Tabulating machine operations
- b. Records management
- c. Forms control
- d. Time and date stamps
- e. Time, leave and pay
- f. Reports control

2. It is requested that your administrative officer or representative acting in a similar capacity attend the meeting which will be held in the first floor conference room, Administrative Building, at 1400 hours, 12 September 1950.

25X1A



Management Officer